

Office of Subsistence Management Fisheries Resource Monitoring Program

A Guide to Preparing Applications for Federal Assistance and Proposals – Partners for Fisheries Monitoring Program

Proposal Components

The following is a description of all components that need to be included in a proposal requesting funding for a position under the Partners for Fisheries Monitoring Program. Components (shown in bold) are listed in the order they should appear within the proposal, along with short explanations of information to be provided.

- **Organization:** Provide a mailing address and federal tax identification number for the organization submitting the proposal.
- **Contact Person:** Provide the name, title, voice phone, fax phone, and email address of the contact person within the organization who submitted the proposal.
- **Partner Position to be Filled:** Indicate professional field (fishery biologist or social scientist) and geographic area of responsibility (Arctic/Kotzebue/Norton Sound, Yukon River, Kuskokwim River, Bristol Bay/Kodiak, or Southcentral) for the Partners position to be filled. If only a portion of a geographic area will be served by the position, specify the specific area (for example, Bristol Bay, or the Lower Yukon River).
- **Funding Duration:** Provide the starting and ending dates for the requested funding. This may not cover more than a five-year period.

Evaluation Criteria

- **Documentation of Support from Tribal and Rural Organizations within the Geographic Area:** List rural, tribal and other appropriate organizations that were consulted and support the proposal. Include letters of support when you submit the proposal.
- **Suitability of Methods and Procedures for Accomplishing Program Goals and Position Functions:** Applications will be evaluated for three factors:
 - A. **Purposes and Functions of Position:** List all purposes and functions that the individual(s) filling the Position will accomplish within the geographic area(s) supported.
 - B. **Methods and Procedures:** Describe the way in which each purpose and function will be achieved.
 - C. **Method for Filling Positions:** Describe how you will find and evaluate applicants to fill the position.

- **Capacity to Represent and Serve the Geographic Area:** Provide information demonstrating the ability of the Partners Position to represent and serve the geographic area to be supported. Identify the composition of the applicant's governance body, such as Board of Directors or Advisory Committee, and specify how this provides regional representation and leadership. Identify where the position will be located and the percentage of time the Partners Position will work within the geographic area. Partners Positions located in rural communities within the geographic area and that represent the entire geographic area will be ranked higher.
- **Annual and Total Costs:** Requested funding may not exceed \$150,000 per year per position or \$700,000 per position for a five-year period. Include a short description and itemized summary of direct (salaries and benefits, travel expenses, rentals, supplies, and equipment) and indirect (space rental, utilities, postage, unemployment compensation, data processing, training, safety management, affirmative action programs, administrative support, and supervisory oversight) costs. The total indirect cost is computed as a percentage of the total direct cost. Total cost, the total amount requested from the Office of Subsistence Management, is the sum of all direct and indirect costs. Also, list and describe any in-kind or matching contributions being provided such as equipment, office space, support staff, etc. In-kind or matching contributions may be provided by the organization submitting the proposal or through another grant or agreement. To qualify as a valid matching contribution, federal funds must be specifically identified by the awarding agency as being eligible for use as matches in federal assistance awards. If federal funds from another federal assistance award are to be used as part of the matching component, authorizing documentation from the awarding federal agency must be provided. A table summarizing total annual costs should also be completed as follows:

Year	Direct Costs	Indirect Costs	Total Costs
2002			
2003			
2004			
2005			
2006			
Total			

- **Past Performance in Building Partnerships Among Tribal, Rural, State, Federal and Other Organizations:** Describe the experience of the organization submitting the proposal in working on natural resource management issues with rural and tribal organizations, as well as state and federal agencies. Articles, reports, letters, and other supporting information should be listed and copies included with the proposal. This information should demonstrate the capacity of the organization to work toward common goals with other organizations and agencies within the geographic area.
- **Previous Experience in Mentoring, Training, and Supervising Personnel:** Describe the experience of the organization submitting the proposal in mentoring, training, and supervising personnel. This information should demonstrate the ability of the organization to support the Partner Position so that proposal objectives will be met.

- **Accounting Practices in Place to Ensure Deliverables and Accountability:** Describe the accounting practices of the organization submitting the proposal with particular attention to administering staff salaries and benefits and travel. This information should demonstrate the ability of the organization to manage and track expenses, including salaries and benefits, associated with the Partner Position.

Please Note:

- **All Proposals Must Include an Application for Federal Assistance, OMB Form #SF424, SF424A, SF424B.**
- **The applicable provisions of 43CFR12 and OMB Circulars A-102 or A-110 will be incorporated into the resultant award.**

SCHEDULE

August 15, 2001	Request for Proposals published in Commerce Business Daily and local/state newspapers, and distributed to potential applicants
November 10	Proposals due to Office of Subsistence Management
December 15	Evaluation Panel completes proposal selection process
May 15, 2002	Positions filled and in place

SUBMISSION INFORMATION

DEADLINE FOR SUBMISSION

Electronic submissions are preferable and must be received by **November 10, 2001**. Submissions by mail must be postmarked by November 10, 2001.

Electronic submissions should be e-mailed to: steve_klein@fws.gov

If you are unable to submit the proposal electronically, paper copies of submissions and supporting materials should be mailed to:

Fisheries Information Services Division
Office of Subsistence Management
Attn: Steve Klein
U.S. Fish and Wildlife Service
3601 C Street, Suite 1030
Anchorage, Alaska 99503

QUESTIONS

If you have any questions please feel free to contact Steve Klein or Carl Jack at the above address or at the following numbers:

Steve Klein: 1-800-478-1456 or 907-786-3605
FAX: 907-786-3898

Carl Jack: 1-800-478-1456 or 907-786-3358
FAX: 907-786-3898